UNITED
NATIONS

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Secretariat

ST/IC/1995/9
28 February 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR CHINESE PROOFREADERS

1. A competitive examination for the recruitment of Chinese proofreaders will be held on 7 June 1995 in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese proofreaders at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. Staff members who are successful in this examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services. Assignments are subject to rotation and proofreaders may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Proofreaders are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to all staff members of the United Nations Secretariat at the P-2 level and below who meet the eligibility requirements. However, if the number of qualified applicants is not sufficient (i.e. at least three), the examination will be postponed and will be announced outside the Secretariat. Staff members from subsidiary organs of the United Nations, as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions, are considered outside candidates for the purpose of this examination. The assignment of staff members who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Chinese as their main language; 1/

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(b) Have a perfect command of Chinese and an excellent knowledge of either English or French. Knowledge of another official language is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who have enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not been enrolled in United Nations language courses must substantiate their claims to knowledge of those languages. For this purpose, they should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they learned the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree from a university or institution of equivalent status at which Chinese is the language of instruction;

(d) Have three years of experience in the printing/publishing industry.

Computer and word-processing knowledge is an advantage.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status at which the language of instruction is Chinese in addition to five years' continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's final decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

I. Copy preparation (two hours);

II. Chinese language aptitude test (1 hour and 30 minutes);

III. Language aptitude test in either English or French (45 minutes);

IV. Proofreading against manuscript (3 hours and 15 minutes).

7. The use of a dictionary or any other reference material is NOT permitted.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 8 to 10 weeks after the written component of the examination. The purpose of the interview is to assess each candidate's professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team and to adjust to prevailing working conditions. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

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9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

10. Staff members selected to fill vacancies will be assigned as Chinese proofreaders for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members who are already at the P-2 level will be assigned at that level.

11. Staff members with a special post allowance to the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management will be promoted to the P-2 level. Staff members already at the P-2 level who complete the trial period successfully will be confirmed in their proofreader functions at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. After an initial period of training, proofreaders may be called upon to work on desktop publishing or similar equipment.

13. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER than 17 April 1995:

Competitive Examination for Chinese Proofreaders
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations before 17 April 1995, the deadline for receipt of applications in the Recruitment and Placement Division.

15. Staff members working at the United Nations Office at Geneva should address their application to:

Competitive Examination for Chinese Proofreaders
Secretariat Recruitment Section
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

Notes

1/ Main language should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files such as record of past language proficiency examinations, language courses attended and degrees obtained at both secondary and university levels.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR CHINESE PROOFREADERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

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C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in the printing/publishing industry or in the preparation of official documents and publications of the United Nations

_____
_____
_____
_____
_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1995/9 and I understand that, if I am successful in the competitive examination for Chinese proofreaders and recommended for inclusion in the roster, my assignment as a Chinese proofreader will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

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Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION of the application. In addition, staff members must attach written proof of claimed secondary educational qualifications from establishments at which Chinese is the language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff members FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DPA, OCSS, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ Main language should be understood to be the language into which the candidate is best able to proofread. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/9.

6/ Give exact name and title in original language. Do not translate or equate.

UNITED
NATIONS

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Secretariat

ST/IC/1995/10
1 March 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1995 COMPETITIVE EXAMINATION FOR RUSSIAN PROOFREADERS

1. A competitive examination for the recruitment of Russian proofreaders will be held on 29 June 1995 in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Russian proofreaders at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur, on the recommendation of the Office of Conference and Support Services. Assignments are subject to rotation and proofreaders may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Proofreaders are expected to serve a MINIMUM OF FIVE YEARS in a language post.

2. The examination is open to all staff members of the United Nations Secretariat at the P-2 level and below who meet the eligibility requirements. However, if the number of qualified applicants is not sufficient (i.e., at least three), the examination will be postponed and will be announced outside the Secretariat. Staff members from subsidiary organs of the United Nations, as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions, are considered outside candidates for the purpose of the examination. The assignment of staff members of the United Nations Secretariat who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Russian as their main language; 1/

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(b) Have a perfect command of Russian and an excellent knowledge of either English or French. Knowledge of another official language is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who have enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not been enrolled in United Nations language courses must substantiate their claims to knowledge of those languages. For this purpose, they should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they learned the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree from a university or institution of equivalent status at which Russian is the language of instruction;

(d) Have three years of experience in the printing/publishing industry.

Computer and word-processing knowledge is an advantage.

4. The requirement for a university degree or its equivalent mentioned in paragraph 3 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status at which the language of instruction is Russian, in addition to five years' continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's final decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

I. Copy preparation (2 hours);

II. Russian language aptitude test (1 hour and 30 minutes);

III. Language aptitude test in either English or French (45 minutes);

IV. Proofreading against manuscript (3 hours and 15 minutes).

7. The use of a dictionary or any other reference material is NOT permitted.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 8 to 10 weeks after the written component of the examination. The purpose of the interview is to assess each candidate's professional experience, knowledge of the United Nations, willingness to serve at any duty station and, in particular, ability to work as a member of a team and to adjust to working conditions. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

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9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual scores.

10. Staff members selected to fill vacancies will be assigned as Russian proofreaders for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members who are already at the P-2 level will be assigned at that level.

11. Staff members with a special post allowance to the P-2 level who complete the trial period successfully and are recommended by the Office of Conference and Support Services and the Office of Human Resources Management will be promoted to the P-2 level. Staff members already at the P-2 level who complete the trial period successfully will be confirmed in their proofreader functions at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

12. After an initial period of training, proofreaders may be called upon to work on desktop publishing or similar equipment.

13. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office NOT LATER than 24 April 1995:

Competitive Examination for Russian Proofreaders
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

14. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their application to the Recruitment and Placement Division through the Chief Administrative Officer or Director of the United Nations information centre of their respective duty stations before 24 April 1995, the deadline for receipt of applications in the Recruitment and Placement Division.

15. Staff members working at the United Nations Office at Geneva should address their application to:

Competitive Examination for Russian Proofreaders
Secretariat Recruitment Section
Room 266
United Nations Office at Geneva
CH-1211 Geneva-10
Switzerland

Notes

1/ Main language should be understood to be the language in which the candidate is best able to proofread. Candidates' claims to Russian as their main language must be supported by relevant documentation in their official status files, such as record of past language proficiency examinations, language courses attended and degrees obtained at both secondary and university levels.

APPLICATION

1995 COMPETITIVE EXAMINATION FOR RUSSIAN PROOFREADERS 1/

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes /_/ in 19 /_/_/ No /_/

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s)? _____

What is your main language? 4/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

	Read		Understand		Speak		Write	
Language	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	Attended from/to month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in the printing/publishing industry or in the preparation of official documents and publications of the United Nations

_____

_____

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1995/10 and I understand that, if I am successful in the competitive examination for Russian proofreaders and recommended for inclusion in the roster, my assignment as a Russian proofreader will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION of the application. In addition, staff members must attach written proof of claimed secondary educational qualifications from establishments at which Russian is the language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff members FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

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3/ Please indicate Department/Office, e.g., DPA, OCSS, ECE, UNCTAD, UNOG, UNOV or other (specify).

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5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1995/10.

6/ Give exact name and title in original language. Do not translate or equate.